SPRING LAKE
PUBLIC SCHOOLS

Parent and Student Chromebook Handbook

As part of our continuing effort to integrate 21st century tools, concepts, and learning; Spring Lake Public Schools will require that all students maintain and bring an approved learning device to all classes.

Spring Lake Public Schools will provide all 5th-12th grade students a Chromebook.

School administrators reserve the right to deny any personal device and require the use of a school provided Chromebook if the device is deemed unreliable, a distraction, or not sufficient to meet the instructional needs of the student or class. Use of any other personal electronic device will be at the discretion of the supervising staff member. Cell phones must be turned off and left in student lockers (we recommend locked) during the school day.

Parents and students that receive a school provided Chromebook must agree to the policies and requirements outlined in this handbook and associated student device agreement.

Parents have the responsibility to monitor screen time and appropriate usage when the Chromebook is not at school.

The following policies refer to the use of an individual student computing device, a Chromebook. Students are also required to follow all the guidelines outlined in the current Spring Lake Public Schools' Student Technology Acceptable Use and Safety policy. Spring Lake's technology initiative strives to center on new devices, software, and educational methodologies; additional policies will be periodically reviewed and this set of policies updated. Please refer to the Spring Lake Public Schools' website for the most up-to-date information.

CARE AND MAINTENANCE OF THE CHROMEBOOK

1. Do not attempt to gain access to the internal electronics or repair your Chromebook. If your Chromebook fails to work or is damaged, report the problem to your child's school office as soon as possible. Chromebook repair/replacement options will be determined by school administration. You may be issued a temporary Chromebook or other materials until your Chromebook is working properly or replaced.

2. Never leave a Chromebook unattended. When not in your personal possession, the Chromebook should be in a secure, locked environment.

3. Never expose a Chromebook to long term extremes in temperature or direct sunlight. An automobile is not a good place to store a Chromebook.

4. Chromebooks should not be around liquids. Avoid applying liquids to the Chromebook.

The Chromebook can be cleaned with a soft, damp, lint-free cloth. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the Chromebook. Use of unapproved cleaners may remove the protective film covering the face of the Chromebook.

5. While the Chromebook is scratch resistant, the Chromebook will scratch. Avoid using any sharp object(s) on the Chromebook.

6. Avoid placing weight on the Chromebook.

7. Never throw or slide a Chromebook.

8. Your Chromebook comes with ports for charging and other accessories. Care must be exercised when plugging and unplugging accessories. Student-issued Chromebook accessories are the responsibility of the student. At the end of the school year, adapters and cords will be returned. If any adapters and cords are lost or damaged, parents will be responsible for paying for replacement items.

9. Each Chromebook has a unique identification number, and at no time should the numbers or labels be modified or removed. Removing these labels/decals will result in fines and or/disciplinary action. Each Chromebook must also remain free of stickers, writing, painting, or any other forms of student adornment.

10. Do not lend your Chromebook to another person. Each Chromebook is assigned to a student and the responsibility for the care of the Chromebook rests with that student and his/her parents.

11. Never throw or drop a bookbag that contains a Chromebook.

12. The Chromebook is designed for daily use; therefore, each Chromebook must be charged and ready for use each school day. Chromebooks should be charged at home.

COST OF CHROMEBOOK, APPS, ACCESSORIES

1. The replacement cost of the Chromebook is outlined in the Student Device Agreement signed at the start of each school year.

2. An annual technology fee will be provided by parents/guardians for each student. The fee is outlined in the Student Device Agreement signed at the start of each school year.

3. In the event that a district-issued Chromebook is stolen, the student and parent/guardian should immediately notify the school administrator. Parents must also file a police report at the time of the incident. Spring Lake Public Schools may aid the police in recovering the Chromebook.

4. The technology fee covers accidental damage, but it does not cover unexplained loss or intentional neglect.

5. The technology fee will cover two accidental damage incidents. Once a student reaches a third damage incident within the school year, a parent/guardian will be contacted by the school office to review the situation. Repair cost may be extended to a parent/guardian after the second incident.

*All repairs will be completed, and replacements provided by Spring Lake Public Schools.

DISTRIBUTION OF CHROMEBOOKS

1. Each student will receive a Chromebook that will be set up and configured by Spring Lake Public Schools. A unique Chromebook will follow the student through their 5-8th school years, and a unique Chromebook will follow the student through their 9th-12th school years.

2. A parent/guardian may choose not to have his/her child participate in the Chromebook take-home program by sending written notification to the building principal. In this event, students will be issued a Chromebook for school use, but will not be able to take the device home. A location in the Main Office or Media Center will be provided where students will turn in their Chromebook at the end of the school day. Spring Lake Public Schools cannot guarantee equal access to materials and/or quality of materials to students opting out of the Chromebook take-home program.

3. Chromebooks will be distributed at the beginning of the school year and collected at the end of the school year. Chromebooks not turned in by the last day of school will be treated as lost or stolen Chromebooks, which may include additional fees and possible legal action. Full replacement charge will be the responsibility of the parent/guardian.

4. A student who leaves Spring Lake Public Schools during the school year must return his/her Chromebook, along with any other accessories when he/she leaves the district. Failure to return a Chromebook and charger in a timely fashion may result in required payment in full.

STUDENT USE OF THE CHROMEBOOK

1. The Chromebook is the property of Spring Lake Public Schools and, as a result, may be seized and reviewed at any time. The student should have NO expectation of privacy of materials found on a Chromebook or a school supplied or supported email service.

2. The Chromebook assigned to each student is for use by the assigned student. Family members and friends should not be given access or download apps, books, personal

email accounts, or music for themselves.

3. Chromebooks are restricted from use on school buses.

4. The Chromebook comes equipped with a camera and video capacities. As with all recording devices, it is expected that students will ask permission before recording an individual or group. Students must obtain school permission to publish a photograph or video of any school related activity. Camera use is not permitted in any restroom and/or locker room area.

5. Each student is responsible for bringing his/her Chromebook to school every day unless otherwise directed by a staff member. Failure to bring a Chromebook or any other class material(s) does not release the student from his/her responsibility for class work. If a student repeatedly fails to bring materials to class, including a Chromebook, the student will be subject to disciplinary action.

6. Each student is responsible to bring his/her Chromebook to school fully charged. A student's repeated failure to bring his/her Chromebook charged may result in disciplinary action.

7. Adding personalized screensavers will be left to the discretion of the classroom teacher. Each student should follow the guidelines set by each of his/her teachers. Teachers will share this information with students.

8. No student should go into settings without permission of the classroom teacher.

9. Downloading non-explicit music and apps by students will be determined by the classroom teacher. Follow guidelines set by the classroom teacher and those listed in the Acceptable Use Policy.

10. Games, music, videos, and sound use, while at school, will be at the discretion of the classroom teacher and building administrator.

11. The Chromebook affords limited electronic storage space. As with all electronic files, it is good practice to back up, duplicate, or archive files to an independent storage space. Purchased apps can be deleted at any point throughout the school year. The school will not reimburse purchased products from a personal account if deleted.

12. District-issued software applications (apps) are needed for student learning and should not be deleted. Your teacher may delete apps at any time.

13. The district issued Chromebook is designed as a tool for learning; misuses of the Chromebook may result in disciplinary action.

14. The teacher/school personnel has the final say on what is "school appropriate" and "educational" and reserves the right to delete anything at any time on a Chromebook. This includes photos, music, apps, and books.

15. All students should recognize and guard their personal and private information. While on

the Internet, students shall not reveal personal information, including a home address or phone number, or the address or phone numbers of other students.

16. A student should not share his/her personal passwords or usernames with anyone. Responsibility for the contents/actions of the Chromebook rests solely with that individual.

17. Spring Lake Public Schools expect each student to take his/her Chromebook home at night for class work and recharging. All care, handling and appropriate use that is in effect during the school day shall extend to the use of the Chromebook outside school hours.

18. Spring Lake Public Schools makes no guarantee, written or implied, that materials on the Chromebook, including student work, will be safe from deletion or corruption, accidental or otherwise.

COPPA AND VERIFIABLE PARENTAL CONSENT (CHILDREN UNDER THE AGE OF 13)

In order for Spring Lake Public Schools to continue to be able to provide your student with the most effective web-based tools and applications for learning, we need to abide by federal regulations that require a parental signature as outlined below.

Spring Lake Public Schools utilizes several computer software applications and web-based services, operated not by Spring Lake Public Schools, but by third parties. These include Google Workspace, Securly Classroom, Securly Filter, Schoology, Clever and similar educational programs.

In order for our students to use these programs and services, certain personal identifying information, generally the student's name and email address, must be provided to the web site operator. Under federal law, these websites must obtain parental consent before collecting personal information from children under the age of 13.

The law permits school districts such as Spring Lake Public Schools to authorize third-party collection of personal information on behalf of all students, thereby eliminating the need for individual parental consent given directly to the web site operator.

This handbook will constitute consent for Spring Lake Public Schools to provide personal identifying information for your child consisting of first name, last name, email address and username to create accounts for programs that the district partners with and/or any additional web-based educational programs and services which SLPS may add during the upcoming academic year.

Please be advised that without receipt of the signed device agreement form, your annual form package will not be considered complete as Spring Lake Public Schools will be unable to provide your student(s) with the resources, teaching and curriculum offered by our 1:1 Device initiative.

Please fill out the Student Device Agreement form and complete the annual

technology fee payment. The online form can be found here:

https://www.springlakeschools.org/district/1to1/#handbooks